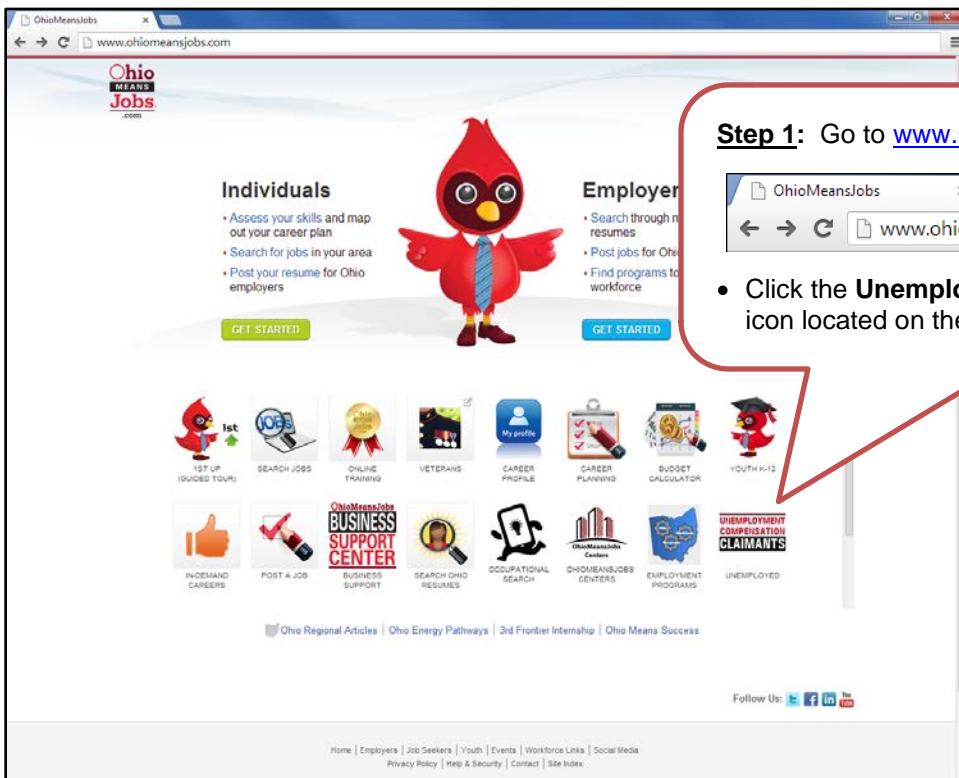
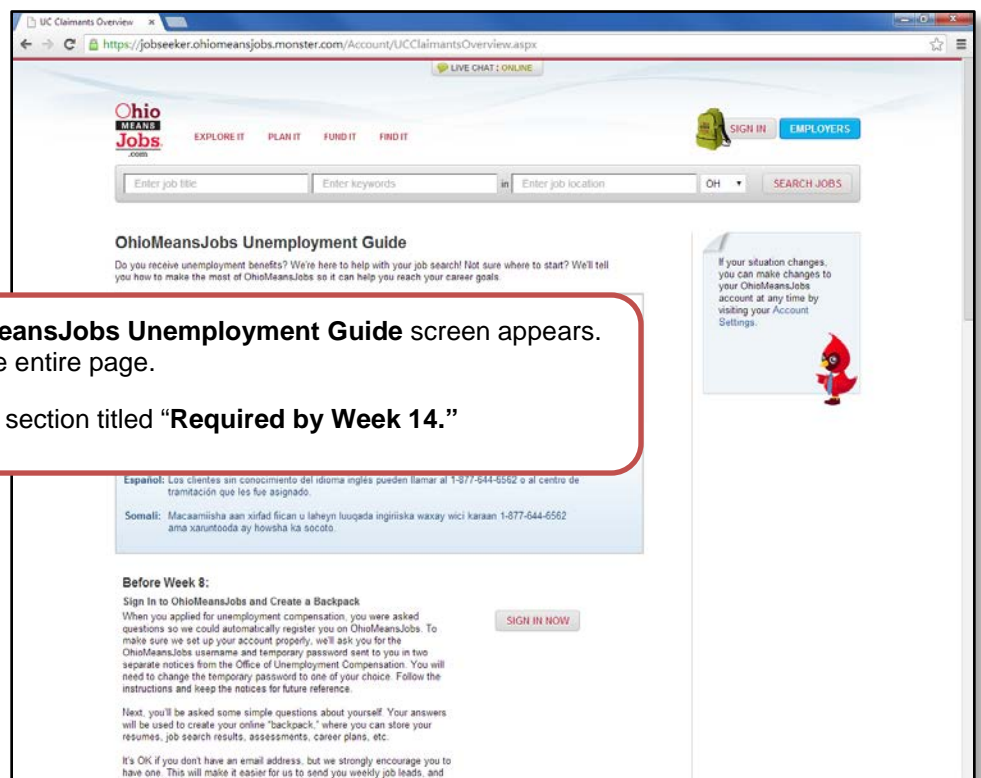


Ohio Department of Job and Family Services Completing Core Assessments (WorkKeys) in OhioMeansJobs.com



Step 1: Go to www.OhioMeansJobs.com

- Click the **Unemployment Compensation Claimants** icon located on the lower right side of the screen.



Step 2: The **OhioMeansJobs Unemployment Guide** screen appears. Be sure to review the entire page.

- Scroll down to the section titled **“Required by Week 14.”**

Ohio Department of Job and Family Services
Completing Core Assessments (WorkKeys) in OhioMeansJobs.com

Required by Week 14:

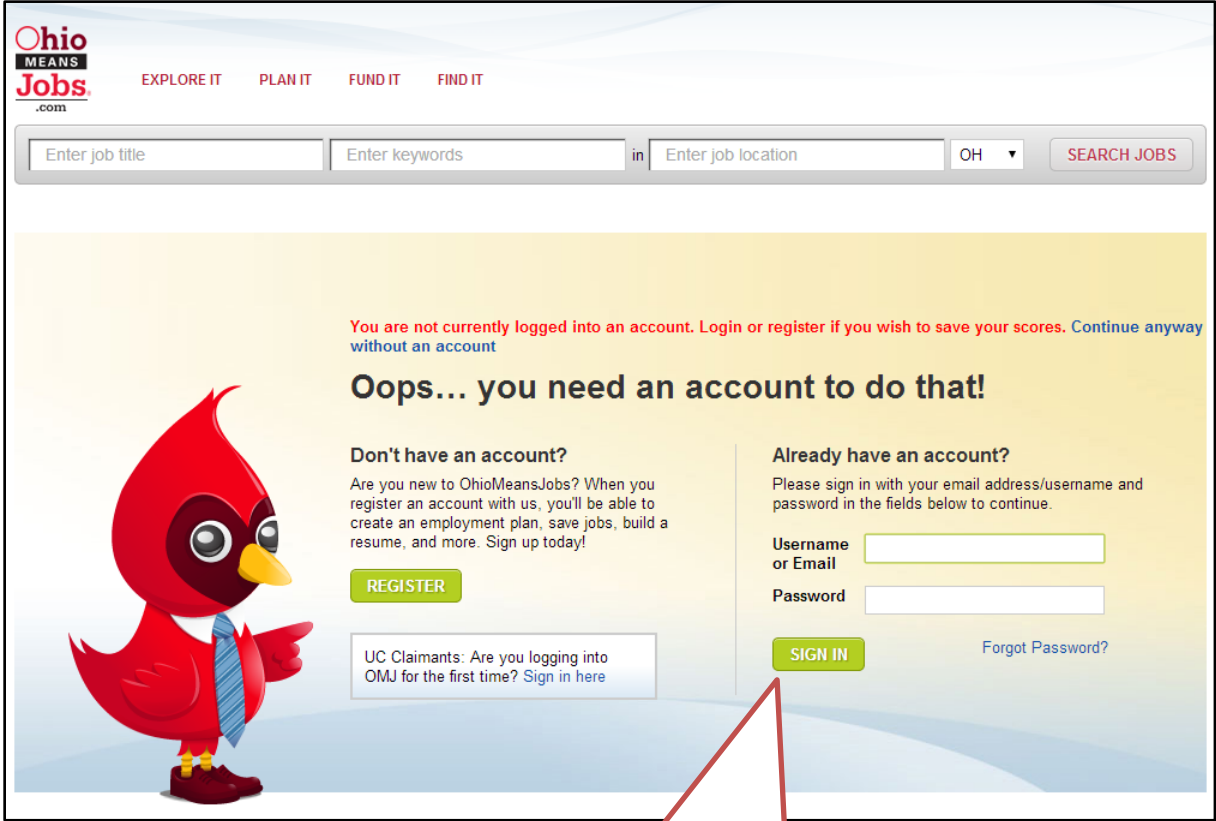
Complete Your Core Assessment Tests

The Core Assessment Tests for Mathematics, Reading and Locating Information measure real-world skills and can help identify careers that match your skills and interests. You must complete these tests within 14 weeks of filing your application in order to remain eligible for unemployment benefits (unless your work search and reemployment activity requirement has been waived). See your "New Claim Instruction Sheet" for your details. Don't worry about your test results – they won't affect your benefits. Click on "View Assessments" on the right.

VIEW ASSESSMENTS

Step 3: Read the description of the Core Assessment Tests and then click **VIEW ASSESSMENTS**.

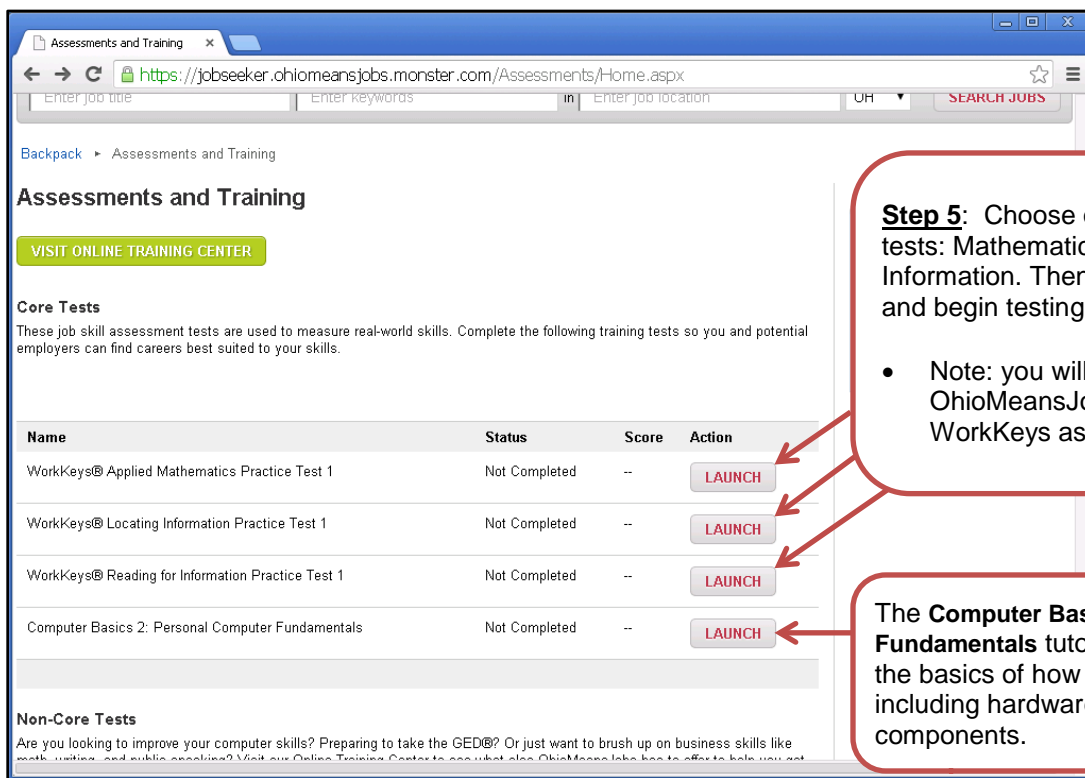
- You are required to complete the Mathematics, Reading and Locating Information tests within 14 weeks of filing your application in order to remain eligible for unemployment benefits.



Step 4:

- Enter your **Username (or Email)** and **Password**.
- Click **SIGN IN**.

Ohio Department of Job and Family Services
Completing Core Assessments (WorkKeys) in OhioMeansJobs.com



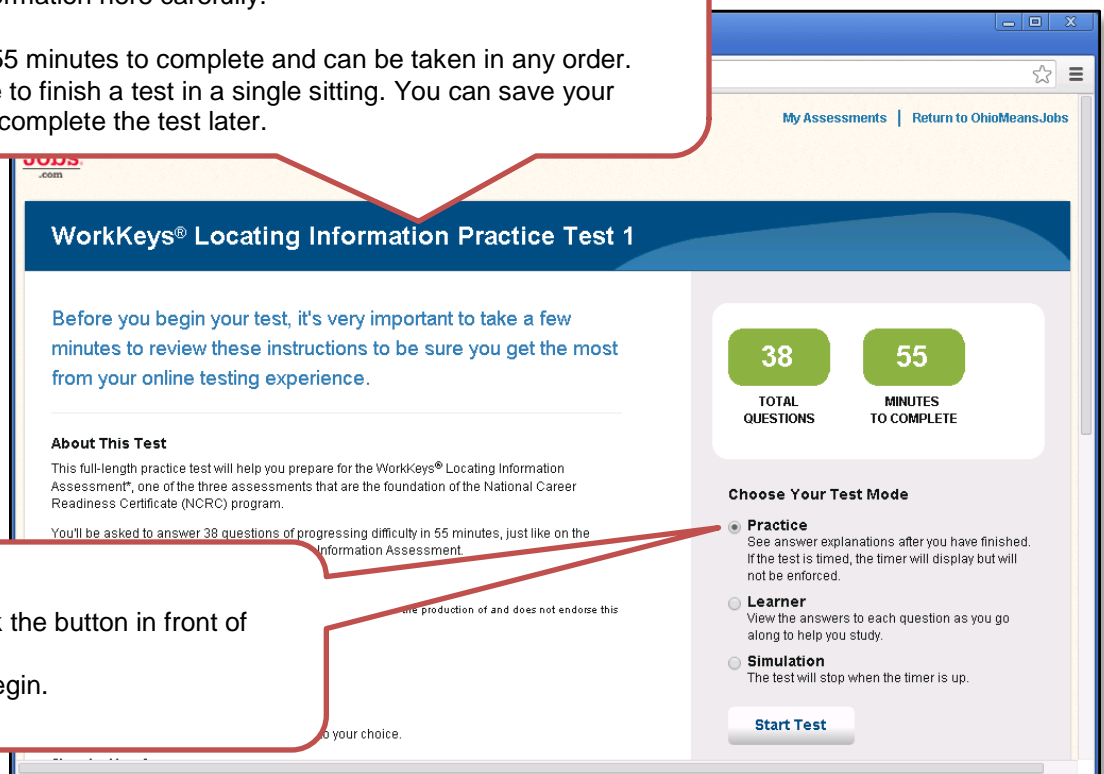
Step 5: Choose one of the **three** required tests: Mathematics, Reading or Locating Information. Then click the **Launch** button and begin testing.

- Note: you will temporarily leave OhioMeansJobs.com when you take the WorkKeys assessments.

The **Computer Basics 2: Personal Computer Fundamentals** tutorial is optional. It explains the basics of how personal computers work, including hardware, software and other components.

Step 6: After you launch a WorkKeys assessment, you will be taken to a **Practice Test** page. Review the information here carefully.

- Each test takes up to 55 minutes to complete and can be taken in any order.
- **Note:** You do not have to finish a test in a single sitting. You can save your answers and return to complete the test later.



Step 7:

- To start the test, click the button in front of the word **Practice**.
- Click **Start Test** to begin.

Ohio Department of Job and Family Services Completing Core Assessments (WorkKeys) in OhioMeansJobs.com

WorkKeys® Applied Mathematics Practice Test 1

Before you begin your test, it's very important to take a few minutes to review these instructions to be sure you get the most from your online testing experience.

33 TOTAL QUESTIONS
55 MINUTES TO COMPLETE

Choose Your Test Mode

- Simulation**
The test will stop when the timer runs out.
- Learner**
View the answers to each question as you go along to help you study.

Start Test

TIP: When completing the Mathematics assessment, you can use a formula sheet. To access it, just click on the word "here" in blue.

Ohio MEANS Jobs ASSESSMENTS AND TRAINING

My Assessments | Return to OhioMeansJobs

Home Get Started All Assessments Support

My Assessments

Tests Completed: 1 | Tests in Progress: 0

WorkKeys® Locating Information Practice Test 1

Start New Test | Delete

Date	Status	Score	Actions	Product Recommendations
04-Apr-2014 7:09:48 AM	Complete	26	View Score Report Review Answers Delete	N/A

TIP: Anytime you want to return to OhioMeansJobs.com, select **Return to OhioMeansJobs** at the top of the screen.

Ohio Department of Job and Family Services
Completing Core Assessments (WorkKeys) in OhioMeansJobs.com

Career Plans
0 OF 5 CAREER PLANS
What do you want to be? First, select a career path. Then we'll help you create a career plan with a series of activities that work towards accomplishing your career goals.
[CREATE A CAREER PLAN](#)

Assessments and Training
CORE ASSESSMENTS

	SCORE
WorkKeys® Applied Mathematics Practice Test 1 3/27/2014	29/33
WorkKeys® Locating Information Practice Test 1 3/27/2014	30/33
WorkKeys® Reading for Information Practice Test 1 3/27/2014	29/33
Computer Basics 2: Personal Computer Fundamentals Not Completed	..

[VIEW TESTS](#)

Step 8: After you have completed all three assessments, the scores will be posted in your **Backpack**. You can use this information to find careers that best suit your skills.

- Employers cannot view your assessment results.
- Your results will not affect your unemployment benefits.

For your Job Search
SAVED SEARCHES

Congratulations! You have successfully completed your core assessments!

Would you like to continue in OhioMeansJobs.com and complete your next required reemployment activity? In the next step, you will create a Career Profile to identify occupations that match your interests. If so, click on “Go To Career Profile” and view the desk aid titled “Creating a Career Profile in OhioMeansJobs.”

If you are ready to leave OhioMeansJobs.com, simply click on your name (beside your Backpack), then the down arrow and then “Sign Out.”